

SURPAC MEETING MINUTES

MEETING TITLE	SURPAC Meeting Notes
DATE & TIME	August 11, 2011 6:30PM
LOCATION	Sherwood Civic Building – Community Room
FACILITATOR	Charlie Harbick – SURPAC Vice-Chairman
NOTES TAKEN BY	Tom Nelson

ATTENDEES

	Name of Board or Group	City Staff
Absent	Tim Heine Charles Harbick Vacant	Tom Nelson
Absent	Bob Silverforb Mark Cottle Ken Marlow Scott Johnson	
	Others In Attendance	Council Liaison
	Lee Weislogel - BOOTS	Matt Langer - Absent
	Angi Ford - BOOTS	

MEETING NOTES

Approved: Charles Harbick

1. The meeting was called to order at 6:35 pm by Vice-Chair Harbick
2. **Approval of Minutes** – Mr. Cottle moved and Mr. Harbick seconded the motion to approve meeting minutes from 3/16/11 and 5/12/11. The motion carried 4-0
3. **New Business**
 - a. **Election of Chair and Vice Chair:**
A unanimous vote was cast to elect Mr. Harbick as Chair, and Mr. Johnson as Vice Chair for FY 2012.
 - b. **Cannery updates:**
 - i. **Streets/Infrastructure:** Mr. Nelson reported that the Streets/Infrastructure portion of the project has been completed with the exception of a few punch-list items.
 - ii. **Plaza Update:** Mr. Nelson reported that the plaza construction was well underway, on schedule, and should be completed by mid-November.
 - iv. **Product Manufacturing move:** Mr. Nelson reported that Product Manufacturing planned to vacate the future Sherwood Community Center by December 1, 2011, and

that the development team was working on design and land use issues so that we would be able to begin redevelopment of the building by then. He reported that tentative plans show completion by fall of 2012.

c. BOOTS Update: Lee Weislogel, president of BOOTS and Angi Ford, BOOTS Coordinator delivered a report on the status of BOOTS. They reported that Main Street committees had been established, and that two trainings had been scheduled with Sheri Stuart, Oregon Main Street manager, as presenter. They stated that they were continuing to implement the plan developed by prior coordinator, Alexis Bozzo, and that membership had increased to approximately 40 people. In her role as coordinator, Mrs. Ford continues to recruit business people in and out of Old Town that have an interest in Old Town development and the Main Street program.

They reported that activities and events continue to be developed to promote activity in Old Town. Mrs. Ford also reported on an idea to sell “pavers” that are to be placed in the “paseo” between the Sherwood Community Center and the West Cannery building. There was consensus among the committee that this would be a good fundraiser for BOOTS.

Mrs. Ford and Mr. Nelson also reported that a effort is being undertaken by Capstone Partners, LLC, the URA, and BOOTS to develop a brand for Old Town that would be used in logo, tag-line, and marketing efforts for Old Town in the future. Capstone and the URA plan to share in the cost of this effort, and the marketing firm, 14 Hands, has been selected to lead the effort.

Mrs. Ford reported on a recent conference she attended and how she was implementing ideas gleaned from that experience in the promotion of Old Town.

Mrs. Ford also reported that the State Historic Preservation Office (SHPO) will be in town on August 16, 2011 to update the City’s inventory of historical properties. This service is free, and being done for Main Street communities throughout the State.

d. Report on Maximum Indebtedness: Mr. Nelson distributed a report from Tashman-Johnson LLC that summarizes the current status of the URA’s maximum indebtedness. He also circulated a summary report, and a proposal to retain Tashman-Johnson, LLC to prepare the URA for a substantial amendment to increase maximum indebtedness. Mr. Nelson stated outstanding projects in the URA Plan remained to be completed, and that an increase in maximum indebtedness would be needed to accomplish those projects. A discussion ensued about several projects, including the completion of SW Washington and SW Railroad. Mr. Nelson stated that a list of priority projects would be discussed in future meetings, and asked the committee for a recommendation to the URA Board to retain Tashman-Johnson, LLC to perform the tasks in the proposal. Mr. Cottle moved, and Mr. Harbick seconded the motion to make this recommendation to the URA Board, and the vote passed 4-0.

5. Adjourn – The meeting was adjourned at 7:21 p.m.